



**COLUMBIA UNIVERSITY  
SCHOOL OF NURSING**



**STUDENT HANDBOOK  
2009-2010**

**Columbia University School of Nursing  
Student Contract**

I understand the Columbia University School of Nursing Handbook 2009-2010 is available to me on the CUSON website. I have had an opportunity to review and discuss its contents and I agree, as a student enrolled at the School of Nursing, to adhere to the policies and guidelines set forth. The policies and procedures are subject to change during my course of study and it is my responsibility to keep abreast of these changes.

Print Name \_\_\_\_\_ Date \_\_\_\_\_

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## INTRODUCTION

Greetings!

This 2009-2010 edition of the Student Handbook is intended to familiarize you with the services, procedures and regulations of Columbia University School of Nursing (SON). The Handbook should be used in conjunction with the SON Bulletin, FACETS, and other printed materials distributed during orientation, registration or by faculty and administrative offices.

We hope you will benefit from the information in this book. Any questions not covered in this Handbook can be answered by the Office of Student Services (OSS) or your faculty advisor.

## HANDBOOK

This handbook is designed to provide students with information about the programs of study at Columbia University School of Nursing. It sets forth, in general, how the School operates but **the School reserves the right to change policies and procedures without notice**. This handbook is not intended to be, and **should not be regarded as a contract** between the University, the School and/or any student or other person.

### Purpose of the Handbook

1. To provide guidance for new and continuing students.
2. To describe general policies and procedures for specific programs.
3. To inform students of their rights and responsibilities.

This handbook is intended to supplement the current issues of The School of Nursing Bulletin, FACETS, the SON website, and other printed materials of the School and/or the University.

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## SECTION I

### PROGRAMS OF STUDY AND DEGREE REQUIREMENTS

Please also see the School of Nursing Bulletin

#### I COMBINED BS/MS (ENTRY TO PRACTICE) PROGRAM

This program is designed to prepare non-nurse college graduates for a career as a professional advanced practice nurse. All degree requirements must be successfully completed within two (2) years.

1. the minimum number of credits is 96 credits
2. academic credentials are awarded sequentially: the BS after completion of the pre-licensure course work (minimum of 60 credits); the MS after completion of all core and specialty course work (minimum of 36 credits) and completion of designated program of study
3. students must be in continuous enrollment in both phases of the program \*
4. students will transition between pre-licensure and specialty studies after the successful completion of all pre-licensure requirements and after the articulation process. The forms for this process are available in the Office of Student Services (OSS)

<http://sklad.cumc.columbia.edu/nursing/courses/programs/etp.php>

\* If a student fails to register and fails to contact OSS, the student is subject to withdrawal from the program. Please see the Academic Policies section for more information.

#### II MASTER'S PROGRAM (MS)

This program is designed for registered nurses who already possess a baccalaureate degree in nursing or registered nurses with a non-baccalaureate degree who wish to earn a Master of Science in advanced nursing practice. All degree requirements must be successfully completed within five (5) years.

1. curriculum is constructed to include core and supporting science courses (shared by all students) and specialty-specific courses in 11 different advanced practice specialties
2. program requires a minimum of 45 credits
3. dual specialties are available in some instances; please check with your primary specialty program director for availability. Students receive one MS degree, and all requirements for both specialties must be completed before degree conferral.
4. candidates with a non-nursing baccalaureate degree are required to complete 5 credits in community health in addition to the Master specialty course requirements

[http://sklad.cumc.columbia.edu/nursing/courses/programs/ms\\_programs.php](http://sklad.cumc.columbia.edu/nursing/courses/programs/ms_programs.php)

### III DOCTOR OF NURSING PRACTICE (DNP)

The Doctor of Nursing Practice program is designed to prepare nurses with the knowledge, skills and attributes necessary for fully accountable practice with patients across sites and over time. With the increasing scope of clinical scholarship in nursing and the growth of scientific knowledge in the discipline, doctoral level education is required for independent practice. All degree requirements must be successfully completed within five (5) years.

1. the program is a full time, cohort program
2. program requires a minimum of 40 credits, post Master's
3. a portfolio is required for the degree

<http://sklad.cumc.columbia.edu/nursing/courses/programs/dnp.php>

### IV PhD

This program is for nurses who possess a master's degree in nursing or related discipline or a baccalaureate degree in nursing. It is designed to prepare clinical nurse scholars to examine, shape and refine health care within existing and evolving delivery systems. All degree requirements must be successfully completed within seven (7) years (post MS).

1. program requires a minimum of 45 credits for the post Master's program and 75 credits for the post-baccalaureate program
2. a dissertation is required for the degree

<http://sklad.cumc.columbia.edu/nursing/courses/programs/phd.php>

Note: DOCTOR OF NURSING SCIENCE (DNSc) program is phasing out and is no longer accepting new applications.

### V MASTER'S COMPLETION PROGRAM

This program is designed for advanced practice nurses who possess a baccalaureate and national professional certification in their area of specialty. The School of Nursing recognizes that many baccalaureate prepared nurses pursued various pathways to professional certification on the advanced practice level and recognizes this with the award of up to fifteen (15) credits for this certification, based on evaluation of previous course work, transcripts, testing and references. All degree requirements must be successfully completed within five (5) years.

1. program requires at least 30 credits in School of Nursing
2. program is specially designed for CRNAs, CNMs, certified ANPs, FNPs, PNP's or WHNPs

<http://www.nursing.columbia.edu/programs/ms-completion-program.html>

## **VI JOINT DEGREE PROGRAMS**

### **Nursing and Public Health (MS/MPH)**

This program is for baccalaureate prepared nurses who wish to be both advanced clinical practitioners as well as public health practitioners or administrators in a variety of community settings. It is particularly focused on the nurse whose career goals are in advanced practice nursing but also include a broader, multi-disciplinary outlook.

1. program requires a minimum of 75 credits total
2. at least 30 credits must be completed in the SON and 30 credits in the SPH
  - students must be registered under SON during clinical courses

[http://sklad.cumc.columbia.edu/nursing/courses/programs/ms\\_mph.php](http://sklad.cumc.columbia.edu/nursing/courses/programs/ms_mph.php)

### **Nursing and Business (MS/MBA)**

The School of Nursing in collaboration with the Columbia University School of Business offers a combined MS/MBA program for students of advanced practice nursing who also desire a business focus.

1. program requires a minimum of 75 credits total
2. program ONLY enrolls full time students in the autumn term, and students complete the program in 2 ½ years
3. both degrees are awarded simultaneously

[http://sklad.cumc.columbia.edu/nursing/courses/programs/ms\\_mba.php](http://sklad.cumc.columbia.edu/nursing/courses/programs/ms_mba.php)

## **VII STATUTORY UNIVERSITY CERTIFICATE PROGRAM**

This program allows registered nurses who hold a Master's degree in nursing to develop advanced clinical practice skills without completing another master's degree. All degree requirements must be successfully completed within five (5) years.

1. curricula are individually determined, depending on student credentials and specialty major
2. a University Statutory Certificate is awarded at the completion of the program
3. most certificate programs are comprised of 25-34 credits

<http://www.nursing.columbia.edu/programs/certificate-program.html>

## VIII SUB-SPECIALTY PROGRAMS

Sub-specialties are 7-12 credit clusters of courses, including a practicum, in a particular area of clinical interest. They can be taken alone or in conjunction with any of the Master's specialties. Note: Sub-specialty course offerings are dependent upon sufficient enrollment.

1. **Addictive Behaviors** prepares nurses to provide advanced, specialized care to persons with chemical dependencies. (9 credits)
2. **Genetics in Advanced Practice** develops expertise for advanced practice nurses to improve the ability to work with families at risk for or with genetic disorders. (7 credits)
3. **HIV/AIDS** is designed to prepare nurses to provide advanced and specialized care to persons with HIV infection as clinicians, clinical nurse specialists, and patient care educators. Students will have an opportunity to do their clinical experience at many of the New York State designated AIDS Centers. (9 credits)
4. **Palliative and End of Life Care** is designed to prepare students to offer informed and compassionate palliative and end of life care to patients and families across the life span and in a variety of settings. Participants in this course will explore their own attitudes, feelings, values, and expectations about death and grief, as they explore ethical, cultural and legal issues influencing end of life decisions. This is a three-course subspecialty, including didactic course, seminar and clinical practice. (9 credits)

<http://sklad.cumc.columbia.edu/nursing/courses/programs/subspecialties.php>

## SECTION II

### SCHOOL OF NURSING ACADEMIC AND PROFESSIONAL STANDARDS

#### ESSENTIAL QUALIFICATIONS FOR STUDENT ADMISSION, CONTINUATION, AND GRADUATION

The professional curricula of Columbia University School of Nursing requires that students engage in diverse, complex and specific experiences essential to the acquisition and practice of nursing at basic, master's and doctoral levels. Unique combinations of cognitive, affective, psycho-motor, physical and social abilities are required to perform satisfactorily these functions. In addition to being essential for successful program completion, these qualifications are also necessary to ensure the health and safety of patients, fellow students and faculty, and other healthcare providers.

The essential abilities include:

#### 1) Motor Skills

- Students must have sufficient motor function to be able to execute movements required to provide general care and treatment to all patients in all health care settings. Examples include performance of basic life support; to function in an emergency situation or to safely assist a patient in moving from one place to another.

#### 2) Sensory/Observation

- Students must be able to acquire information presented through demonstrations and experiences in the basic and nursing sciences.
- They must be able to observe a patient accurately, at a distance or close at hand; to observe and appreciate non-verbal communications.
- They must be capable of perceiving signs of disease and/or infection as manifested through physical examination. Such information is derived from visual images of the body surfaces, palpable changes in various organs and tissues and auditory information (patient voice, heart sounds, bowel and lung sounds).

#### 3) Communication

- Students must communicate effectively and sensitively with other students, faculty, staff, patients, families and other professionals.
- Students must express their personal ideas and feelings clearly and demonstrate willingness to give and receive feedback.
- Students must be able to convey or exchange information at a level allowing the development of a health history, to identify problems presented, to explain alternative solutions, to give directions during treatment and post-treatment.
- Students must be able to communicate effectively in both oral and written modes.
- Students must be able to process and communicate information on the patient's status with accuracy in a timely manner to members of the health care team. The appropriate communication may also rely on the student's ability to make a correct judgment in seeking supervision and/or consultation in a timely manner.
- Students must be sensitive and accommodating to various points of view beyond their own.

#### 4) Cognitive

- Students must be able to measure, calculate, reason, analyze, integrate and synthesize in the context of the level and the focus of their curricular program.
- Students must be able to read quickly and comprehend extensive written material.
- Students must be able to evaluate and apply information and engage in critical thinking in the classroom and clinical/research settings.

- Students must possess and demonstrate factual, conceptual, procedural and metacognitive knowledge.

**5) Behavioral/Emotional**

- Students must possess the emotional health required for the full utilization of their intellectual abilities, to exercise good judgment, to complete all responsibilities attendant to the diagnosis and care of patients, families, populations.
- Students must be able to maintain mature, sensitive and effective relationships with patients, other students, faculty, staff and other professionals under all circumstances, including highly stressful situations.
- Students must have the emotional stability to function effectively under stress and to adapt to an environment that may change rapidly without warning and/or in unpredictable ways.
- Students must be able to experience empathy for the situations and circumstances of others and effectively communicate that empathy.
- Students must know that their values, attitudes, beliefs, emotional and experiences affect their perceptions and relationships with others and use that knowledge in interpersonal communications.
- Students must be willing and able to examine and change their behavior when it interferes with productive individual or team relationships.
- Students must possess the skills and experience necessary for effective and harmonious relationships in diverse academic, cultural and work/study environments.

**6) Professional Conduct**

- Students must be able to reason morally and practice nursing in an ethical manner.
- Students must be willing to learn and abide by the professional standards of practice defined by the discipline.
- Students must possess attributes that include compassion, empathy, altruism, integrity, honesty, responsibility, respect, accountability and tolerance.
- Students must be able to engage in patient care delivery in all settings; to deliver care to all patient populations including but not limited to children, adolescents, adults, developmentally challenged persons, medically compromised patients and vulnerable adults.

Adapted with permission.

Katz JR, Woods SL, Cameron CA & Milam S. (2004). Essential Qualifications for nursing students. *Nursing Outlook*, 52, 277-288.

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University of Washington. (August 2007). Essential behaviors for undergraduate and prelicensure MEPN and GEPN admission, continuation and graduation. Retrieved May 15, 2008 from, [http://www.son.washington.edu/eo/bsn\\_qualifications.asp](http://www.son.washington.edu/eo/bsn_qualifications.asp)

**Your signature to this form is an acknowledgment that you have read and are familiar with the above Essential Qualifications for Student Admission, Continuation, and Graduation as issued by Columbia University School of Nursing.**

Print Name \_\_\_\_\_ Program \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## ACADEMIC AND PROFESSIONAL STANDARDS

This evaluation system provides for the assessment of the student's performance, progress, and achievement within each program of the School of Nursing. In theory courses, academic and professional standards are assessed in various ways: performance is evaluated by examinations and/or written and oral assignments or other means specified in the course syllabi. Written clinical evaluations of performance are prepared by the clinical instructors with input from the preceptors. Faculty use this data to assess students' needs and abilities and to plan and implement appropriate learning experiences. Professional behavior is expected of each student in the School of Nursing. This behavior is described in the "Code of Ethics." Its hallmark is a sense of honor and integrity for all students, faculty, and patients. **The Faculty of Nursing reserves the right to withdraw, deny admission, or deny graduation to any student who is determined to be unsuited for the study or practice of nursing.**

### GRADING STANDARDS AND REQUIRED MINIMUM GRADES

- SON uses letter grading for all courses.
- Grades in non-clinical courses in the SON are A+ to C- and F. The guidelines for conversion of numeric letter grades are included in the appendix.
- Grades for clinical courses in the SON are A, B, C or F.
- All students must maintain a cumulative grade point average of B or better ( $\geq 3.0$ )
- A student who receives a C in a clinical course will be placed on probation
- A student who receives a F will be placed on probation
  - If an F is received in a non-clinical, non-specialty course, the student may repeat the course at the next offered time. If the F is received in a specialty or clinical course, the student may repeat the course *ONLY* with the consent of the Committee on Admission (COA) after consultation with the Program Director.
- A student will receive an F in any course in which the student fails to pass the course standards as described by the instructor and stated in the syllabus. A student will receive the grade of F for any course in which an INC is recorded if the required work is not completed within the following semester.
- Students not in good academic standing are reviewed by the Committee on Admission (see Academic Review & Probation section.)

### Failure

- A grade of F means that a student has participated in the class, but has failed to achieve a passing grade as required by the course instructor and described in the course syllabus.
- A grade of F remains on the student's official transcript.
- A grade of F is included in calculating grade point average.
- In order to repeat the course graded as F, the student must re-register for the course.

### Unofficial Withdrawal (UW)

- A grade of UW means that a student enrolled in a course, but did not attend class and did not submit required work to withdraw from the course, and is considered an unofficial withdrawal. *A student who wants to withdraw from a course is responsible for completing the paperwork necessary to avoid receiving a UW.*
- The UW remains on the student's official transcript. A grade of UW is not included in calculating grade point average.
- In order to repeat the course graded as UW, the student must re-register for the course.

## **Incompletes**

Only under unusual circumstances, students may request a grade of incomplete from the appropriate course instructor. Requests for an Incomplete must be in writing, detailing the circumstances, and include plans for course completion. Course requirements must be completed within the following term during which original registration took place. Failure to adhere to this policy will result in a grade of F for the course(s) and the course(s) must be repeated to obtain credit.

## **ACADEMIC REVIEW AND PROBATION**

The Committee on Admissions (COA) regularly reviews the academic performance of students in the SON who are failing to meet the academic standards identified above.

- The COA may withdraw a student from the SON, may suspend a student for one or more semesters, or may place the student on academic probation with or without special conditions.
- The COA will inform the student and the Program Director in writing of any academic review.
- A student who fails 2 or more courses will be withdrawn from the school, regardless of the time frame.
- A student who has 2 or more incompletes will be withdrawn from the school.
- A student who has 2 or more C's in clinical courses will be withdrawn from the school.
- A student on academic probation is expected to meet the required academic standards within the following semester or the student will be withdrawn from the school.
- Students who fail to maintain a cumulative B average (3.0 GPA), or who receive a C in a clinical course will be placed on probation.
- At the discretion of the COA and with the consent of the Program Director, a student on probation who has made good progress toward achieving standards may be allowed a second semester on probation, but no student may remain on probation more than two semesters.
- Combined BS/MS (ETP) students will be reviewed by COA prior to starting Integration.
- Doctoral students with a C in any course will be reviewed by COA.
- Students on probation may not be granted a Leave of Absence (LOA).
- Students on probation may not graduate.

## **WITHDRAWAL**

Withdrawal is defined as a student dropping all their courses in a given term, as opposed to dropping a single course. Students that wish to withdraw must submit written notification to the Office of Student Services immediately. Students are required to consult with their advisor in order to withdraw. Failure to attend classes or notification to instructors does not constitute formal withdrawal. Withdrawals are recorded on the student academic transcript.

Students may withdraw, or be withdrawn, from enrollment under two mechanisms:

- **Voluntary withdrawal** may be initiated by a student
  - The student is responsible for submitting written notification and all required documentation to the Office of Student Services.
  - A tuition adjustment may be made, based on the date that the written withdrawal notification is received by the Office of Student Services.
  - The student may be responsible for a late withdrawal fee, based on the date that the withdrawal is received.
  - A student who has withdrawn from the School of Nursing must formally apply for readmission if s/he wishes to resume study at SON.

- **Involuntary withdrawal** may be initiated by the School of Nursing, based on student failure to meet academic and professional standards. In addition, an involuntary withdrawal will be initiated by the Committee on Admission for any student who fails to maintain the Academic Standards.

### **Withdrawal from School after start of classes**

Students who withdraw from the school (dropping all classes) after classes have started for the term may be entitled to a full or partial refund of tuition, depending on the date of withdrawal. Fees associated with registration (such as Student Health Service fees, technology fees, course fees, etc.) are not refundable. Financial aid applied to the student account may also be adjusted as a result of withdrawal. In addition, the student will be charged a mandatory \$75 withdrawal fee.

### **Suspension**

Any student can be suspended immediately from attending class, clinical sessions, or from school entirely, by the Associate Dean of Student Affairs, for any behavior determined to be unprofessional, unsafe, illegal, or unethical, in accordance with the School of Nursing policy. (See Code of Ethics and Dean's Discipline Procedure sections)

### **Dismissal**

Any student can be dismissed from the School of Nursing by the Dean for any reason determined to be unprofessional, unsafe, illegal, or unethical. The School of Nursing reserves the right to withhold the degree or to request withdrawal of any student for any reason deemed advisable by the faculty of the School.

### **Appeal**

Any student suspended, withdrawn or dismissed from the School of Nursing has the right to appeal the decision. The appeal must be made in writing to the Dean within 7 days of the notification of the withdrawal or suspension. On such an appeal, the Dean of the School of Nursing relies solely upon the written record and does not conduct a new factual investigation. Moreover, the Dean focuses upon whether, in the Dean's view, the decision made and the action imposed are reasonable under all of the circumstances of the case. There is no further appeal within the University.

## **ACADEMIC HONORS**

### **Nursing - Sigma Theta Tau**

The Alpha Zeta Chapter of Sigma Theta Tau, the National Nursing Honor Society, was established at the School of Nursing in 1964. Baccalaureate, Masters and Doctoral students are eligible. Membership is by invitation during the spring semester for induction in May. According to Sigma Theta Tau International guidelines, the selection of students is based on excellence in academic performance and evidence of leadership potential.

<http://www.nursingsociety.org>

### **Awards**

There are a number of academic awards presented to graduating students each year at the SON Commencement Ceremony. These awards recognize outstanding achievement in leadership, scholarship, and clinical excellence. The awards are contributed by individuals or groups, and the recipients are

selected by the faculty. *See Appendix VI for descriptions of the Graduation Awards.*

White Coat Awards are presented at the White Coat Ceremony in May. The White Coat Ceremony marks the transition from pre-licensure to specialty or doctoral study. *See Appendix VI for White Coat Awards.*

## **ADVISEMENT**

Upon enrollment each student is assigned a faculty advisor who provides academic and professional guidance throughout their course of study. The advisor assists students to identify strengths and weaknesses and to establish short and long range goals.

At the time of first registration, a program plan must be created in order to assist students in meeting all degree requirements. This plan reflects the student's course selections for each term of enrollment. The student and advisor meet as frequently as necessary, but at least once each term, to review progress and discuss goals. Modifications in the total program plan may be made if necessary and are then recorded on the program plan form. Once a program plan is determined, students are expected to fulfill it as planned. In the case of unforeseen circumstances, changes will be considered. Any questions regarding the course of study should be discussed with the faculty advisor. Students that deviate from their program plan without consulting their advisor may jeopardize their graduation date. Students and Faculty are expected to adhere to the Advisor/Advisee Guidelines, outlined below:

### **Student responsibilities:**

- Initiate a meeting with the faculty advisor at the beginning of each semester and when needed, throughout the year;
- Contact the advisor in case of any academic difficulty, interruption in program, or potential change in academic status;
- Utilize the advisor in conjunction with other university resources to meet academic requirements and personal needs while enrolled at the School of Nursing;
- Consult with the advisor regarding courses and program plans;
- Keep copy of current program plan and register each term as indicated on the plan;
- Submit a copy of program plan to OSS;
- Register as indicated on the program plan in a timely fashion, based on communication from the Office of Student Administrative Services.

### **Faculty responsibilities:**

- Meet with advisee at least once during semester;
- Complete a written program plan (and retain a copy) for total course of study at first registration and review plan each semester;
- Have fixed and posted office hours, be available by appointment, and inform advisees of when and where they can reach faculty when necessary;
- Be knowledgeable of and advise students regarding programs, courses, grievance and other "due process" procedures, and other matters regarding student life;
- Refer students to appropriate school and administrative staff for issues such as students health, financial aid, joint degrees, graduation clearance;
- Be aware of each student's general progress and be available for student counseling and advisement;
- Maintain accurate written documentation of student's progress, especially in the event of special or potentially troublesome situations.

All students are required to read and sign this statement at the time of enrollment.

## **CODE OF ETHICS AND PROFESSIONAL BEHAVIOR**

### **Professional Integrity**

Professional Integrity is a sense of personal satisfaction and self-esteem derived from a confidence in one's established values. This sense of honor is an integral part of personal identity and influences thinking so that one can understand and exhibit integrity, respect for others and assume responsibility for one's actions as a professional nurse.

Integrity and self-esteem are necessary in the provision of proper patient and health care. Accordingly, students are required to comply with University/Clinical Agency policies and standards of ethical and professional behavior. Courtesy, consideration and respect for others' beliefs and values are essential. Confidentiality of patient information and individual rights to privacy and safe care are also included under the subject of this code, as well as in the federal Health Insurance Portability and Accountability Act (HIPAA).

### **Academic Ethics**

Students will not seek help during examinations except needed and legitimate clarification from the instructor. They will not use supplementary materials during examinations in a manner unauthorized by the instructor. All work including examinations, papers, laboratory exercises, presentations, and other written work are to be the student's own, and the student will properly cite references for sources of quotations, information, opinions, or ideas contributing to his or her work. These standards pertain to on-line/Internet work as well as direct/in person classroom work.

Academic irregularities (including cheating, plagiarism, falsification of records or credentials, revealing contents of examinations to anyone who has not yet taken the exam, or any other unethical behavior) or the disregard of professional conduct, ethical standards, and individual rights, which might place patients in physical or emotional jeopardy, are examples of infractions of the Ethics Code and breaches of Professional Integrity.

In the event a faculty member becomes aware of an infraction of any of these codes by a student, the faculty member will report this concern to the course coordinator and program director. The faculty, course director and Program Director will immediately meet with the student(s) in an attempt to explore and resolve the issues. In the event the issue is not resolved at the faculty/student level, the Associate Dean of Student Affairs will be notified to determine if the issue warrants the Dean's Disciplinary Process. For details, see "Dean's Disciplinary Procedure." In case of a serious breach of conduct, a student may be subject to immediate suspension and withdrawal. If it is determined that a student has violated the Code of Ethics and standards of Professional Behavior, the student can be summarily dismissed from the School of Nursing.

The principles expressed in the Ethics Code are to be internalized and practiced whether or not a faculty member is present in the classroom or clinical setting. At the discretion of the Program Director and/or faculty, students may be asked to sign this statement before beginning a program of study, course, examination or clinical experience.

Your signature to this form is an acknowledgment that you have read and are familiar with the above Code of Ethics and Professional Behavior issued by Columbia University School of Nursing.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

The following are some violations of the Code of Ethics. They are illustrative, but are not intended to be all inclusive:

1. Falsification of records.
2. Signing in, or reporting time of arrival or departure for another student or requesting another student to do so for him/her.
3. Leaving clinical without permission during working hours for other than a pre-scheduled rest period, or failing to return to work after lunch.
4. Inattention to duty during clinical hours, including loafing or sleeping during clinical.
5. Insubordination including refusal to accept an assignment.
6. Immoral or indecent conduct of any nature.
7. Using vile or abusive language.
8. Use or possession of intoxicating beverages, narcotics, or drugs on University/Clinical facilities.
9. Unfitness for duty, such as being under the influence of intoxicants or narcotics.
10. Threatening, intimidating or coercing others by word or deed.
11. Fighting, "horseplay," or other disorderly conduct.
12. Possession of any firearms or any other type of weapon while on University/Clinical facilities.
13. Gambling, selling raffles, conducting games of chance, or possessing gambling on hospital premises.
14. Creating or contributing to unsafe or unsanitary conditions by act of omission.
15. Smoking in unauthorized areas.
16. Unauthorized solicitation or distribution of literature of any type on University/Clinical facilities.
17. Unauthorized posting or removing of notices in the University/Clinical facilities.
18. Unauthorized possession, use, copying, reading or sharing of hospital records or disclosure of information contained in such records to unauthorized persons.
19. Improper handling, thefts, fraud or misappropriation of University/Clinical facilities or another person's property.
20. Neglect or deliberate destruction or misuse of property belonging to the hospital or to another person.
21. Unexcused lateness or absenteeism.
22. Soliciting, accepting tips or gratuities or conducting private enterprises on health facilities premises.
23. Violation of any rule, regulation or practice of the hospital or of a division or department of the clinical facility/University.
24. Any action or attitude that would be detrimental to the interests, safety or health of any patient.
25. Copying answers off of another student's examination; using notes of other references during an examination in a manner unauthorized by the instructor.
26. Unauthorized acquisition of exam questions or answers; communicating with a student during

an exam to share or obtain exam answers.

27. Using quotations, ideas, or other information from other than ones' own sources without properly cited references.
28. Submission of own work used previously for another course, without identifying it as such; submitting or borrowing another student's work as one's original work, without identifying it as such.
29. Sharing of patient information inappropriately.
30. Xeroxing medical records.

Violations of professional integrity and the Code of Ethics are referred to the Dean's Disciplinary Process.

## **COLUMBIA UNIVERSITY SCHOOL OF NURSING DEAN'S DISCIPLINE PROCEDURE**

The purpose of the Columbia University School of Nursing's Code of Ethics and Professional Behavior is to assure compliance with standards of ethical and professional conduct as identified in the School of Nursing Student Handbook. Academic irregularities or any other behavior that disregards professional conduct, ethical standards or individual rights or which may place patients in physical or emotional jeopardy are examples of infractions of ethical and professional integrity. Violation of these standards is subject to Dean's Discipline.

A complaint about a student's alleged misconduct should be addressed to Associate Dean of Student Affairs, who will determine whether or not a disciplinary hearing (Dean's Discipline) is warranted. A student charged with a disciplinary infraction subject to Dean's Discipline is entitled to notice of the charges, an opportunity to be heard and an opportunity to address an appeal to the Dean of the School of Nursing.

Ordinarily, a disciplinary proceeding begins with a written communication from Associate Dean requiring the student to attend a disciplinary hearing to respond to a specified charge. (In rare cases, the proceeding may begin with an oral communication requiring the presence of the student at the hearing.)

The hearing is held before three senior faculty members not integral to the case who comprise the Dean's Discipline Panel. The hearing is for fact-finding purposes; it is not an adversarial courtroom-type proceeding. The student may not necessarily be present to hear other witnesses and there is no formal cross-examination of witnesses or objecting to evidence. In addition, students may not have an attorney present during a disciplinary hearing or at any appeal although they are always free to consult with an attorney. The student is informed of the evidence that led to the charges against him or her and asked to respond. The student may offer his or her own evidence. This includes the student's own appearance at the hearing and may include the appearance by others (witnesses) on his or her behalf and any written submission or relevant documents the student may wish to submit.

After the Dean's Discipline Panel has heard the student and others and considered all of the evidence, it reaches a determination and the Associate Dean of Student Affairs notifies the student in writing of that decision. If the student is found to have committed a disciplinary infraction, the penalty can include censure, probation, suspension and dismissal. The decision, if it calls for academic warning or probation, is placed in the student's file for a duration to be determined by the Panel. Decisions of suspension and dismissal become part of the student's permanent file.

The student has the right to direct an appeal to the Dean of School of Nursing regarding a decision that results from a disciplinary hearing. The appeal must be made in writing within 7 working days of the time he or she is notified of the decision, and it must clearly state the grounds for appeal. Such appeals should be sent to the Dean in School of Nursing/Georgian Building Room 126.

Normally, in considering such an appeal, the Dean of the School relies solely upon the written record and does not conduct a new factual investigation. Moreover, the Dean focuses upon whether, in the Dean's view, the decision made and the discipline imposed are reasonable under all of the circumstances of the case. There is no further appeal within the University.

\*The University-wide Rules of University Conduct govern conduct incident to demonstration, rallies and picketing and displace "Dean's Discipline" in cases of serious violations.

## **STUDENT ACADEMIC GRIEVANCE PROCEDURE**

### **Grievable Issues**

Any student has the right to present a grievance following this procedure on an **academic** question if the student believes that s/he has been unfairly treated in the grading of a didactic course or clinical course. The problem will be resolved in a timely manner, no later than the beginning of the following semester.

### **Grievance Committee**

The chair of the Committee on Admission (COA), in collaboration with the Vice-Dean and the Associate Dean of Student Affairs, yearly appoints a Committee on Grievance, consisting of faculty representing levels of educational programs and specializations and students, also representing levels of programs and specializations who are willing to serve on grievance committees as necessary. The chair of COA serves as the non-voting chair of the Grievance Committee and will convene the committee. Members will serve one year and may be reappointed for another consecutive term. When necessary to convene a Grievance Panel, three (3) faculty and one (1) student will be chosen from the Committee on Grievance. No member will serve on a grievance panel in which s/he has direct involvement; if sufficient numbers without involvement cannot be found to hear any given grievance, the chair of COA may temporarily appoint additional members.

### **Grievance Process**

1. A student who believes s/he has a grievable academic issue must meet with the involved faculty member within five (5) working days after the event in question. The faculty member is expected to respond to the student's concern in writing within five (5) days of the meeting. Written communication will be sent via FEDEX overnight with an email alert to the student.
2. If the student's concern is not resolved by step 1, the student will meet with the Associate Dean of Student Affairs within five (5) working days of receipt of the faculty response in step 1. If the matter is still not resolved and the matter merits a grievance, the Associate Dean of Student Affairs will complete the Academic Grievance Form with the student and notify the chair of COA of the need for a grievance panel.
3. The chair of COA will assemble a grievance panel, to meet within five (5) days of receipt of request for the panel. COA Chair will also assure that all members of the panel receive a copy of the written academic grievance form and a response from the faculty in advance of the hearing. If either the grievant or the faculty member involved intend to ask other SON

faculty or students to provide information for the panel, it is the responsibility of the grievant or faculty member to make arrangements for these individuals to attend the scheduled hearing. This is not a legal proceeding and therefore no lawyers are to be present.

The hearing will be attended by:

Grievance Panel: three (3) faculty and one (1) student members  
Grievant  
Faculty member involved  
COA Chair (as advisor of the Panel)  
Associate Dean of Student Affairs (as advisor to the student)  
Vice Dean (as advisor to the faculty)

3. The Grievance Meeting proceeds as follows, with each person presenting in sequence and individually to the grievance panel:
  - The grievant presents the issue being grieved, including any relevant documentation.
  - Any faculty or students the grievant wishes to present to the panel will speak.
  - The faculty member presents the issue being grieved, including any relevant documentation.
  - Any faculty or students the faculty member wishes to present to the panel will speak.
5. After considering all the information presented, in a private deliberation, the grievance panel will determine by majority vote, whether or not the student has been treated unfairly. In the case of a 50:50 vote, the chair of COA will cast a vote to break the tie. The chair of COA will inform the Associate Dean of Student Affairs and the Vice Dean of the panel's decision, in writing within twenty-four (24) hours of the meeting. Immediately, the Associate Dean of Student Affairs will inform the grievant and the Vice Dean will inform the faculty member of the panel's decision.
6. The student has the right to direct an appeal to the Dean of School of Nursing regarding a decision that results from the Grievance Panel. The appeal must be made in writing within 7 working days of the time he or she is notified of the decision, and it must clearly state the grounds for appeal. Such appeals should be sent to Dr. Mundinger, Dean, School of Nursing/Georgian Building Room 126.

Normally, in considering such an appeal, the Dean of the School relies solely upon the written record and does not conduct a new factual investigation. Moreover, the Dean focuses upon whether, in the Dean's view, the decision made is reasonable under all of the circumstances of the case. There is no further appeal within the University.



## **PROCEDURE FOR STUDENT COMPLAINT AGAINST FACULTY**

### **Background**

In fulfilling their instructional responsibilities, faculty are expected to treat their students with civility and respect. They “should make every effort to be accurate and should show respect for the rights of others to hold opinions differing from their own. They should confine their classes to the subject matter covered by the course and not use them to advocate any cause.” (2000 *Faculty Handbook*). Students who feel that members of the School of Nursing (SON) faculty have not met those obligations may take advantage of informal mechanisms the School has created to provide them with help. They also may request a formal grievance hearing by following the procedures described in this statement.

These procedures provide students with avenues for informally resolving complaints against the faculty and for seeking formal redress from the Dean if those efforts at mediation fail. They also provide for an appeal to the Provost of the Dean’s decision by either the student or faculty member.

### **Informal Conflict Resolution**

Students are encouraged to seek a resolution to their complaint by talking directly with the faculty member. A grievance might surface through a faculty member or a program director that a student chooses to approach. In many cases the matter can be resolved informally at that level, if both parties are in agreement.

For disputes that cannot be resolved at the student/faculty level, the student is referred to the Associate Dean of Student Affairs. The Associate Dean of Student Affairs may discuss the situation with the Vice Dean. Some complaints stop here through a process of counseling and evaluation if both parties feel that the matter can be addressed at this level. Accurate assessment and mutual solution are the goals at this stage of proceeding. Students are advised of their options. They include:

1. Taking no action (sometimes discussion is the goal).
2. The Associate Dean of Student Affairs, serving as an intermediary between the faculty member and the student to mediate the concerns.
3. The Associate Dean of Student Affairs, speaking to the relevant faculty member.

Students may also bring their problems to the University’s Ombuds Officer, who serves as an informal, confidential resource for assisting members of the University with conflict resolution. The Ombuds Officer provides information, counseling and referrals to appropriate University offices. He/She will also mediate conflicts if both parties agree. He/She does not have the authority to adjudicate disputes and does not participate in any formal University grievance proceedings.

## **Formal Grievance Procedures**

Students are encouraged but not required to seek an informal resolution to their complaints against their faculty. They may elect, instead, to ask for a formal grievance hearing. They may also seek a grievance hearing if informal mediation fails. The grievance procedures students should follow will depend upon the school within which the faculty member is appointed and the nature of the alleged misconduct.

If the faculty member holds an appointment in the School of Nursing, the student may use the procedures described in this statement to address the issues listed below. If the faculty member belongs to another school, students must use its procedures. They may, however, ask for help from program directors and the School's deans to identify and understand the appropriate procedures.

Issues that are grievable under these procedures include:

1. Failure to accord appropriate respect to the opinions of students in an instructional setting;
2. Misuse of faculty authority in an instructional setting to promote a political or social cause;  
and
3. Personal conduct in the classroom or another instructional setting that adversely affects the learning environment.

This procedure does not take the place of the grievance procedures already established to address disputes over grades. Students should also use alternative procedures in the following situations:

1. If the alleged misconduct involves discrimination and sexual harassment, a student should file a complaint with the Associate Provost for Equal Opportunity and Affirmative Action. The procedures for handling such complaints are described in the statement, *Discrimination and Sexual Harassment Policy and Procedure*, which is on the web at: [http://www.columbia.edu/cu/vpaa/eoaa/docs/discrim\\_sexharass.html](http://www.columbia.edu/cu/vpaa/eoaa/docs/discrim_sexharass.html)
2. Complaints against the School's faculty that allege scientific or scholarly misconduct are also evaluated using other procedures. These are contained in the statement, *Guidelines for Review of Misconduct in Science for the Columbia University's Health Sciences*, which is available at: <http://www.cumc.columbia.edu/research/website/3/5/18/index.html>

Any student currently enrolled in the University and directly affected by the behavior of a faculty member of the School may ask for a grievance hearing under the procedures in this statement. The student initiates the hearing by submitting a written statement to the Dean documenting the grievance. The request must be submitted no later than 30 days after the end of the semester within which the misconduct was alleged to have occurred.

The Dean will review the complaint to determine if there is sufficient grounds to proceed with a hearing or if the issues raised by the student can be resolved in another manner. If the Dean determines that a hearing is warranted, he or she will appoint an *ad hoc* committee to operate as a fact-finding body and report back on whether the complaint is justified. When appropriate, the committee may also recommend remedies to the student's complaint and disciplinary action

against the faculty member. The composition of such an *ad hoc committee* cannot be determined before the event. It is selected by the Dean for its expertise in meeting the issues raised. The membership will normally consist of faculty members, and, at the discretion of the Dean, could include a student, and/or senior administrator.

The faculty member is given the student's letter of complaint and invited to provide the *ad hoc* committee with a written response. The committee reviews both statements and is given access to any other written documents relevant to the complaint. The committee will normally interview both the grievant and the faculty member and may, at its discretion, ask others to provide testimony.

The investigative committee serves in an advisory capacity to the Dean of the School. It is expected to complete its investigation in a timely manner and submit a written report to the Dean who may accept or modify its findings and recommendations. The Dean will inform both the student and the faculty member of his decision in writing.

The Dean may discipline faculty members who are found to have committed professional misconduct. Any sanctions will be imposed in a manner that is consistent with the University's policies and procedures on faculty discipline. In particular, if the Dean believes that the offense is sufficiently serious to merit dismissal, he or she will initiate the procedures in Section 75 of the University Statutes for terminating tenured appointments, and non-tenured appointments before the end of their stated term, for cause.

### **Appeal**

Either the student or the faculty member may appeal the decision of the Dean to the Provost. Findings of fact, remedies granted the student and penalties imposed on the faculty member are all subject to appeal. A written appeal must be submitted to the Provost within 15 working days of the date of the letter informing them of the Dean's decision.

The Provost will normally confine his or her review to the written record compiled by the School's grievance committee and the Dean but reserves the right to conduct the review of the Dean's decision in any manner he or she considers appropriate.

The Provost will inform both the student and the faculty member of his or her decision in writing. If the Provost decides that the faculty member should be dismissed for cause, the case is subject to further review according to the procedures in Section 75 of the University Statutes, as noted above. Otherwise, the decision of the Provost is final and not subject to further appeal.

### **Confidentiality**

All aspects of investigations of a student grievance are confidential. The proceedings of the grievance committee are not open to the public. Only the student grievant and the faculty member accused of misconduct receive copies of the decisions of the Dean and the Provost. Everyone who is involved with the investigation of a grievance is expected to respect the confidentiality of the process.

**SECTION III**  
**COLUMBIA UNIVERSITY SCHOOL OF NURSING**  
**POLICIES & PROCEDURES**

**ATTENDANCE**

While requirements for class attendance within any course are at the discretion of the instructor, regular class attendance is necessary to achieve satisfactory performance in college work and an important part of professional responsibility.

- **Registration** is required to attend any class or clinical course.
- Neither credits nor grades will be granted to students that have not properly registered.

**LATENESS**

Lateness to classes and/or clinical is not tolerated at the School of Nursing. Unless extenuating circumstances prevent a student from being on time, students are expected to be in class or at clinical on time. It is at the discretion of the instructor or preceptor to not admit the student to class or clinical if the student is tardy.

**ENROLLMENT REQUIREMENTS AND STUDENT ENROLLMENT STATUS**

SON students are required to enroll in at least 5 credits per term. Student enrollment status is determined by the amount of credits a student registers for in each term.

**Part-time, Half-time, and Full-time Study**

Master of Science\*\*

- Registration for 5 credits = Part-time status
- Registration for 6-11 credits = Half-time status
- Registration for 12 or more credits = Full-time status

DNSc/PhD and DNP\*\*\*

- Registration for 5 credits = Part-time status
- Registration for 6-8 credits = Half-time status
- Registration for 9 or more credits = Full-time status

*Residency credits are designated as full time.*

In some circumstances, a student may qualify to be certified as full-time status (see requirements below). If a student wants to be considered as such, the student must officially request certification by completing a Full Time Certification Request Form once they have registered for all term courses. Students must submit their request by the end of the Change of Program Period. All students with Full-Time status are charged and responsible for paying Full-Time Student Health Service fees and other relevant fees. Full Time Certification Forms are available in the Office of Student Services. ***Students must repeat this process for each term they wish to be certified.***

\*\*MS student can be certified as Full-Time status if the following condition is met:

- Student is registered for at least 9 credits and one or more credits is a clinical course

\*\*\*DNSc/PhD students may be certified as Full-Time status if the student is registered for N9820, Dissertation Credits or N9900, Dissertation Seminar.

## RESIDENCY REQUIREMENTS

Thirty credits in residence, namely credits registered through the School of Nursing, are required for a degree. Up to nine credits of advanced standing is applicable towards a degree. Students may be exempt from courses (course exemption) but must replace the credits with other Columbia University School of Nursing credits.

## ADVANCED STANDING

Advanced standing for a course already successfully completed elsewhere may be granted on an individual basis to students as either 1) transfer credits, 2) credit by exam, or 3) course exemption. No more than nine credits of coursework will be accepted for Advanced Standing. Of these nine (9) credits, a maximum of six (6) may be transfer credits. Only courses taken before enrolling at the School of Nursing will be considered. Course exemption, not transfer credit, may be granted for coursework which has been applied to an earlier degree but is deemed similar to Columbia University School of Nursing course requirements.

**In order for course(s) taken at another school to be considered for either transfer credit or course exemption, the syllabus for such course, an official transcript with course grade, and a written request must be submitted to the Office of Student Services. This request must be submitted during the first semester the student is enrolled at the School of Nursing. The Associate Dean of Student Affairs will review the materials and forward eligible requests to the faculty responsible for the course. Advanced standing is granted at the discretion of the faculty.**

### 1) Transfer Credits

- are based on documentation of comparable graduate or doctoral level coursework at an accredited college or university
- will not exceed six credits of coursework
- are applicable for a course completed within the last five years
- are not applicable for a course taken at another school while enrolled in SON
- are not applicable for a course which has been applied to an earlier degree
- require a grade of B or better in the course
- will not exceed the number of credits for the course offered at the SON
- will not exceed the number of credits granted by the outside school
- carry no fee for processing

### 2) Credit by Exam

- is available for some didactic courses
- is obtained by passing an exam given by SON

- carries a fee of \$125 per credit, required at the time of request
  - is dependent upon successful completion of the exam with a grade of B or better
  - is available at the discretion of the course instructor
- 3) Course Exemption
- is based on documentation of comparable graduate or doctoral level coursework at an accredited college or university
  - is applicable for courses subsumed in an earlier degree
  - is applicable for a course completed within the last five years
  - requires a grade of B or better in the course
  - bears no credit
  - exempts the student from the course
  - requires that the student take credits equal to the credits of the exempted course
  - carry no fee for processing

Exceptions to the above are as follows:

MS completion program: 15 credits by exam for national certification in the specialty may be awarded.

PhD/ DNSc students: coursework taken outside of Columbia University, while enrolled as a student at the School, will be accepted as transfer credit if it is essential to the student's area of study and similar coursework is not offered within the University.

Joint degree students in the MS/MPH program: Students that take P6530, Issues and Approaches to Health Policy and Management at Mailman School of Public Health are exempt from SON core course N6920, Health and Social Policy: The Context for Practice and Research. See the Office of Student Services for further information.

### **AUDITING A COURSE**

Students may register for a form of auditing called "R" credit with permission of their faculty advisor. The course appears on the student's transcript with a grade of R (Registered, No Grade-course cannot be taken again for credit). It is included in tuition charges, but is not applicable to degree requirements.

### **CROSS REGISTRATION PROCEDURE**

Registration for courses offered in other schools of the University must be done during the Change of Program period. Permission from the school offering the course and/or instructor permission may be required. SON students must receive permission from their faculty advisor and the Associate Dean of Student Affairs. Cross-registration can not be done via web registration - it can only be accomplished via paper. SON students can pick up the required paperwork in the Office of Student Services. Completed forms with all required approvals must be brought to the Office of Student Administrative Services, room 141 in the Black building.

## CHANGE OF PROGRAM PERIOD

Students may change their program of study only in consultation with their faculty advisor and during the registration period. Courses may be added and/or dropped during the Change of Program period, which takes place during the start of the term. Refer to the Academic Calendar for specific dates in each semester. This is accomplished online. Students must refer to Student Services On-Line (SSOL) for information on their specific registration appointment days and times.

**Note:** The second Student Account Statements for the term are generated at the close of the add/drop period. However, if you make changes to your programs that result in an increase in the amount due, payment must be made at the time of change to avoid late payment charges. In addition, for new students, registration after the new student registration period will result in a late registration fee.

Courses cannot be dropped after the after the Change of Program period without the written approval of the Associate Dean.\* No adjustment of tuition will be made for courses dropped after the last day of the Change of Program period in each term. A grade of "W" will be entered on the student's transcript.

*\*form may be found in the Office of Student Services*

## CHANGE OF SPECIALTY OR PROGRAM

A student who is considering a change in Program /Track should consult with their current faculty advisor to discuss his/her reasons. In addition, the student should consult with the faculty advisor of the new program.\* To officially request the change, the student must submit a Change in Specialty or Dual Specialty Request form, available in the Office of Student Services. A new program plan must be submitted along with the student request. After the request is reviewed, the student will be notified by the Office of Student Services.

*\*Exceptions include the Anesthesia, PhD, and DNP programs:*

Students that are interested in the ANES program and do not want to complete their current MS program:

- must withdraw from their current program and then submit a new application for the ANES program.

Students that are interested in the PhD or DNP programs:

- must submit a new application (fee waived), CU transcript, personal goal statement, one letter of recommendation, copy of license and professional certification for consideration.

## NON-DEGREE STATUS

Under special circumstances students are allowed to take core courses while completing matriculation requirements. Registration as a non-degree student is limited to three terms or 15 credits, whichever comes first. Students will be withdrawn from the University if they:

- 1) fail to complete all requirements for matriculation within this period of enrollment;

- 2) fail to maintain the academic standards;
- 3) exceed term/credit limitations.

## MATRICULATION

**All non-degree students must apply for matriculation within 3 terms or 15 credits, which ever comes first.** All students must meet the admission criteria when applying for matriculation. Admittance as a non-degree student **does not** guarantee degree candidacy. The student record is reviewed by COA. The Associate Dean of Student Affairs informs the student of his/her status.

**Combined BS/MS (ETP) students: After completion of the pre-licensure phase of the program, students** must submit a copy of their NYS RN license and Registration documents to the Office of Student Services in order to matriculate into the MS specialty study phase.

## CLINICAL PLACEMENT

The School of Nursing is currently has arrangements with more than two hundred sites which offer a variety of clinical settings and experiences to meet all students' educational needs. Students' clinical sites are selected by their faculty advisor. Only certificate program students are responsible for identifying and securing their own clinical experiences. Their placements must receive final approval from their faculty advisor.

**Students are strongly encouraged to review the Health Requirements of your clinical site, in preparation for their clinical experience. Clinical affiliates are becoming more stringent regarding health clearance documentation and the absence of required documentation could delay or prohibit clinical placements. Students are responsible for comprehending and adhering to the policies and procedures of their individual clinical sites. Therefore, students must maintain their own documentation of the health requirements, mandatory certifications and malpractice insurance.**

Clinical sites may require that students undergo a criminal background check and request the results prior to starting clinical. If a student's clinical site requires a background check, students should contact the Office of Student Services for instructions.

## LEAVE OF ABSENCE

A student who does not attend classes any term in which a program plan called for classes must amend the program plan in advance and apply for a leave of absence. Students may request a leave of absence (LOA) from SON at any time during their course of study. Students on probation are not eligible for a LOA.

- A LOA is granted for a compelling reason such as illness or military duty. Leaves are ordinarily granted for no more than one year.
- Documentation from a health care provider must accompany a request for a medical LOA.
  - Prior to continuing their studies, students may be required to submit documentation of their ability to fully resume classes and clinicals from a health care provider.
- Combined BS/MS (ETP) program students may take a one year LOA after completion of the

pre-licensure phase of the program.

- Students must complete the Leave of Absence Request Form\*, submit a revised program plan and a written request to the Associate Dean of Student Affairs. The request must include:
  - \*Student's name, specialty and email address
  - \*Reason for the request
  - \*Semester of effectiveness of requested LOA
  - \*Semester of intended return from LOA
- The effective date of a LOA is the date that all required paperwork with approvals is submitted to the Office of Student Services. This date determines the amount of tuition reimbursement (if applicable).
- Students are required to contact their advisor at least 2 months prior to return from a LOA in order to confirm their new program of study.
- If there is not an approved LOA on record in OSS and a student is not registered in any given term, the student will be considered as withdrawn and must apply for readmission.

All requests for leaves of absence must be approved by student's faculty advisor and the Associate Dean of Student Affairs. After a Leave of Absence, failure to enroll in the designated term and year results in the automatic withdrawal of the student by the School of Nursing. For withdrawal information, see Withdrawal section.

*\*form may be found in the Office of Student Services*

### **RE-ADMISSION**

Students who have not been registered and are not on an official Leave of Absence must apply for readmission through the Office of Admissions. Additional credentials may be required as appropriate. Decisions about readmission requests are based on a student's academic record, review of reasons for withdrawal, and intervening events.

### **STUDENT RECORDS**

A student's official academic record is maintained and the use thereof is carefully controlled. A student may inspect his/her official records, maintained by the School of Nursing, in accordance with the "Buckley Amendment." After requests for inspection of records are filed, appointments for review are scheduled by the Office of Student Services. All documents submitted to Columbia University School of Nursing become property of the University, and will be treated accordingly.

Students will not be allowed to copy information from their student files. Only registered students may view their records.

Students that wish to apply to another Columbia University school while enrolled at the SON may request (in writing) that documents from their student folder be shared with the other Columbia University school. Only official documents (transcripts and GRE scores) will be shared with other Columbia University schools.

## ACADEMIC COMPUTING

### COLUMBIA UNIVERSITY STUDENT EMAIL COMMUNICATION POLICY

**Columbia University, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students.**

An official Columbia University email address is required for all students. The University has the right to send official communications to the University email address, which is based upon the University Network ID (UNI) assigned to the student.

The University expects that every student will receive email at his or her Columbia University email address and will read email on a frequent and consistent basis. A student's failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Students may elect to redirect (auto-forward) email sent to their University email address. Students who redirect email from their official University email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official University email address.

All use of email will be consistent with other Columbia University policies including the Acceptable Use Policy:

<http://www.columbia.edu/cu/policy>

Creating a Columbia University UNI Account:

<http://www.columbia.edu/acis/accounts/create/current.html>

*See Appendix VII for Columbia University Computer & Acceptable Use Policy.*

## GRADUATION

Students who complete the prescribed course of study are recommended for the award of the University Statutory Certificate, BS, MS, DNP, DNSc or PhD degree. Degrees are awarded in February, May and October.

Students who complete their program requirements in the Fall term are awarded a degree in February and must apply for graduation by December 1.

Students who complete their program requirement in the Spring term are awarded a degree in May and must apply for graduation by February 1.

Students who complete their program requirements in the Summer term are awarded a degree in October and must apply for graduation by August 1.

<http://cpmnet.columbia.edu/student/admin/SASForms/DEGAPP.pdf>

A University-wide commencement ceremony is held each May on the Morningside Campus. All

students are urged to attend this gala event. Candidates for degrees are presented by their respective Deans and the President publicly confers the degrees.

<http://www.columbia.edu/cu/ceremonies/commencement/index.html>

The School of Nursing holds a Graduation ceremony in May at which time Masters, Certificate, and Doctoral degree candidates are individually recognized. Graduates from the entire academic year, including the Fall, Spring and the following Summer semesters are eligible and encouraged to attend the School of Nursing graduation.

Those who expect to receive a degree must satisfy all academic requirements as outlined on the student's program plan. Each semester the student should meet with his/her advisor. It is the student's responsibility to ensure that all courses have been completed before applying for graduation. Students who do not fulfill their academic requirements or are on probation at the completion of coursework will not be eligible for graduation. Students must also meet their fiscal obligations to the University, and return all library books and University property. The University will not release the diploma and/or transcript to any students who do not meet these graduation requirements.

**MS, MS Completion, Statutory Certificate and DNP students ARE REQUIRED TO APPLY FOR A DEGREE.**

The Degree Application Form is available from the Office of Student Services and on-line:

<http://cpmnet.columbia.edu/student/admin/SASForms/DEGAPP.pdf>

Deadlines for Applying for a Degree are as follows:

<b>August 1</b>	October degree	Summer completion
<b>December 1</b>	February degree	Fall completion
<b>February 1</b>	May degree	Spring completion

Students who fail to apply for graduation by the appropriate date are eligible to apply for the next graduation.

PhD Students should refer to GSAS for the degree information.

### **RN LICENSURE**

All states require licensure in order to practice professional nursing. Graduates of the School of Nursing are eligible for licensure in all states. Requirements for licensure as a registered professional nurse in New York State include: education in accordance with the Commissioner of Education's regulations, achievement of a satisfactory grade on the **NCLEX** and fulfillment of a good moral character requirement by the State Education Department. A child abuse class is incorporated into the curriculum of the Combined BS/MS (ETP) Program. Additional information can be requested from the New York State Education Department (518-474-3845). All Registered Nurses are expected to maintain current New York State registration as a RN while in the program. **All students who are RNs must submit a copy of their CURRENT LICENSE to the Office of Student Services. No RN will be allowed to register for clinical coursework without this document.**

## **PROFESSIONAL LIABILITY INSURANCE**

1. All RN's enrolled at SON are covered under SON's student malpractice insurance for clinical school work. Student's DO NOT need to buy additional student insurance. SON student malpractice insurance is provided by MCIC Vermont, Inc. All students should carry a copy of the MCIC Certificate of Insurance in their professional credentials portfolio. Students can receive a copy of this document from their Program Director. RN students may be asked by clinical sites for proof of such insurance.
  
2. Students that are working as RN's are responsible for maintaining their own separate up-to-date PROFESSIONAL LIABILITY INSURANCE policy for their job.

### Possible insurance sources:

1. Nursing Service Organization  
159 East County Line  
Hatsboro, Pennsylvania 19040  
<http://www.nso.com/>
  
2. Maginnis & Associates  
332 South Michigan Avenue  
Chicago, IL, 6060  
(312) 427-1441 or 1-800-621-3008 X 105
  
3. Cotterell, Mitchell, Fifer, Inc.  
151 William Street  
New York, NY 10038  
(212) 233-8940 or 1-800-221-4904
  
4. Insurance Company of the State of Pennsylvania  
70 Pine Street  
New York, NY 10270  
(212) 477-7000

## **PROFESSIONAL LICENSURE & CERTIFICATION POST-GRADUATION**

### **Nurse Practitioner License and Registration in NYS**

Students that have completed all CUSON and specialty requirements for a Master's degree are eligible to register in New York State as a Nurse Practitioner (except for Midwifery and Anesthesia students). Students must submit an application for licensure to NYS. Part of the application requires degree verification – students should submit this part of their licensure application along with a transcript to the Office of Student Services (OSS). OSS will verify completion on the form along with a letter. NYS Office of the Professions will accept an official letter from the CUSON attesting to completion (even though student is awaiting degree conferral).

Most other states require that CUSON graduates have the degree conferred and appearing on their transcript for licensure/registration as an Advanced Practice Nurse. Students should check with specific state requirements.

*Students should submit state licensure forms that require verification of education to the Office of Student Services for completion.*

### **Professional Certification**

Graduates of Master's degree programs are eligible to take a professional certification examination in the area of their clinical major. All states require professional certification for practice as a nurse-anesthetist or nurse-midwife. Graduates in these clinical majors are eligible to take the national certification examinations offered by the Council on Certification of Nurse Anesthesia and the American College of Nurse-Midwifery. Further information regarding certification for specialist practice should be sought from faculty advisors and the specific state agency for nurse practitioner certification.

The following professional certification bodies will schedule certification exams for students who have completed the requirements of the school and the specialty. Degree conferral is not a requirement to sit for the exam:

AANP (American Academy of Nurse Practitioners: ANP/FNP)  
AACN (American Association of Critical-Care Nurses: ACUT)  
NCC (National Certification Corporation: WHNP)  
AMCB (American Midwifery Certification Board: MIDW)  
CCNA (Council of Certification of Nurse Anesthetists: ANES)

The following professional certification organizations require that the degree is **conferred** on the graduate's transcript before sitting for the exam:

ANCC (American Nurse Credentialing Corporation)  
PCB (Pediatric Certification Board: PNP-PC)  
AOCNP (Oncology Nursing Society)  
ABCC (DNP Certification)

*Students should contact their faculty advisor with any questions, and for completion of certification forms.*

## SECTION IV

### SCHOOL OF NURSING STUDENT SERVICES

**Bookmark the SON Office of Student Services website:**

[http://www.nursing.columbia.edu/stu-svcs/students/office\\_services.html](http://www.nursing.columbia.edu/stu-svcs/students/office_services.html)

Students are to refer to the School of Nursing academic calendar for deadlines for application for change of program, degree application, etc.

[http://www.nursing.columbia.edu/stu-svcs/students/academic\\_cal\\_nur.html](http://www.nursing.columbia.edu/stu-svcs/students/academic_cal_nur.html)

All communication will be sent to students' Columbia University e-mail accounts. It is imperative that students either regularly check their Columbia e-mail or set the forwarding message so that all e-mail is forwarded to another email account.

#### STUDENT SERVICES ON-LINE (SSOL)

**Student Services On-Line (SSOL) is an essential resource for each student and is the student's personal look at the University student data. Students can examine registration and bursar information. Student academic profile that includes the program of study, registration history, degrees and specialization and matriculation status can be retrieved. Students can view and change their local or permanent address. Account and financial aid information, holds and registration information can be accessed here.**

Please note that SSOL takes 24 hours to update course registration. After students register, they should wait 24 hours and then log back on to SSOL to ensure they correctly registered for all courses. <https://ssol.columbia.edu/>

#### ADDRESS CHANGES

**It is the student's responsibility to update address and phone number changes via SSOL. Students should check their information on SSOL regularly to ensure it is correct.**

#### NAME CHANGES

Students that legally change their name will need to complete a Name Change Affidavit and submit it to the Student Administrative Services office (room 141 in the Black Building) along with the following forms of ID:

- Government-issued photo ID
- Another form of ID
- Proof of use of the old name (credit card, CUID, marriage certificate, bank statement, etc.)

#### SOCIAL SECURITY NUMBER CHANGES

Students that are issued a new Social Security number (SSN) should bring their SSN card to the Student Administrative Services office to have their student record updated, and to exchange

their old Columbia ID card for a new one. Students will need a new ID card because their identity in the ID card system is based on their SSN.

## **REGISTRATION PROCEDURE**

### **New Students**

New students register on-line during the New Student Registration period (see Academic Calendar). Prior to registration, students must:

- Attend the mandatory School of Nursing Orientation
- Meet with your faculty advisor to create a program plan
- Activate their Columbia e-mail account

A **Program Plan** outlines the course sequence for completion of a specialty's degree requirements. The Plan is developed by the students' faculty advisor in conjunction with the students' needs. **It is the responsibility of the student to assure that all courses required for the degree are completed prior to applying for graduation.**

Registration for School of Nursing courses can be accomplished via the web on Student Services On-Line (SSOL). **Note:** New students may register via SSOL if the UNI was activated 5 days prior to the new student registration period.

Students cannot register if they have a HOLD on their account. Common reasons that students may have a HOLD on their account are:

- Outstanding balance on their account (SFS HOLD)
- Admissions requirements not satisfied (Admissions HOLD)
- Do not have current RN License and Registration Certificates on file in OSS (Student Services HOLD)
- Have not submitted all required immunization documentation to Student Health Services (SHS HOLD)

All new students must receive clearance from Student Health Services before they are allowed to register at Columbia University.

### **Continuing Students**

Continuing students will register via SSOL during designated Registration periods (see Academic Calendar for dates). Students will be expected to follow the program plan as determined by their advisor. Students who miss the Registration periods may register for courses during the Change of Program period. However, students that first register for courses during the Change of Program period will be charged a late registration fee. It is the students' responsibility to carefully review their registration each semester to make sure the course(s) and credits are correct. This is done by logging on to Students Services on Line (SSOL) to view their course registration. SSOL takes 24 hours to update course registration. After students register,

they should wait 24 hours and then log back on to SSOL to ensure they correctly registered for all courses.

Revisions to your program plan can be accomplished during assigned Registration periods for the semester or during the Change of Program period. Check the Academic Calendar for dates.

### **STUDENT ADMINISTRATIVE SERVICES**

Provides registrar/bursar services

<http://cpmcnet.columbia.edu/student/admin/>

The Office of Student Administrative Services, Room 141, Black Building, provides services as follows:

- Maintain and create student academic records
- Post Grades
- Verify Certification of Attendance
- Verify degrees
- Process transcripts
- Provide registration services to departments and students
- Order Diplomas
- Conduct Degree Audit
- Post degrees
- Change Social Security Numbers
- Process Change of Name
- Certify Veterans Benefits
- Process Withdrawals
- Loan Check Distribution
- Electronic Loan Funds Transfer Records
- Stipends
- Outside Awards

Student Administrative Services Office hours are 9:00am – 4:30pm, Monday - Friday.

SON students are to come to the Office of Student Services (1<sup>st</sup> floor in the Georgian building) to request add/drop and withdrawal information. Students are **not** to go directly to the Registrars' Office without consulting the School of Nursing Office of Student Services. If a student bypasses the Office of Student Services, students take full responsibility for any errors they make in add/drop registration. Changes and refunds will be made at the discretion of the Associate Dean of Student Affairs and the Bursar's Office.

Printable Forms

 [Degree Application](#)

 [Name Change Affidavit](#)

 [Transcript Request](#)

## [Third Party Agreement](#)

### **E-Billing and Student Accounts**

Columbia bills students for tuition, fees, and other charges at the beginning of each term. The Student Account Statement is distributed online and can be accessed any time through the secure E-Billing website. No paper bills will be mailed by the University.

After the beginning of the term, Student Account Statements are generated periodically for students who have had new activity since the prior Statement, or carry a credit or debit balance. When a new Statement is generated, an email notification is sent directly to that student's Columbia University email account. Individuals authorized to view his or her Statements are also notified through email that a new Statement is ready to view and/or pay online.

Note: The Student Account Statement is a “snapshot” of the charges, credits and anticipated credits to the student's account as of a specific date and, therefore, is not updated between billing cycles. Students can view their current balance and current details between billing cycles by checking the account detail section. The account detail section shows any credits or adjustments made to your bill between billing cycles.

Students that experience difficulty in accessing their E-Bill can contact Student Administrative Services at [askus.columbia.edu](http://askus.columbia.edu) or by calling (212) 342- 4790, 9:00am – 4:30pm, Monday - Friday.

### **IDENTIFICATION CARDS**

<http://cumc.columbia.edu/id/>

All students are required to have a Columbia University (CUID) identification card. Students should keep their CUID visible at all times while on the CUMC campus. It allows students entry into all buildings on the CUMC campus, including New York Presbyterian Hospital. The CUIDs are especially important for security needs and are required for entry into school buildings and the use of all library facilities. Clinical sites may also require identification badges. Students are responsible for ID badges in clinical sites which require them.

Other uses of CUID include:

- Some local food establishments offer a discount with CUID.
- Verify that you are a currently registered student
- Free shuttle bus to the downtown campus and Harlem hospital
- Free admission to NYC museums!
  - [http://www.cuarts.com/nyc\\_arts/index.html](http://www.cuarts.com/nyc_arts/index.html)
- Discount at the bookstore
- Personal photo identification
- Athletic program at Columbia

During each registration period, enrollment validation stickers for continuing students are issued

in the CUID office. The CUID office is currently located in the P&S Building, 630 West 168th Street, Room 1-405C.

### **Getting your Student CUID Card**

New students should have mailed in a picture for their CUID card prior to orientation. If students submitted a valid picture by the deadline, your CUID will be distributed to you after registration by the Office of Student Services. Students that did not submit a picture must go to the CUID office in the P&S Building, 630 West 168th Street, Room 1-405C.

### **PASSPORT TO NY**

Get in FREE, just show your student CUID.

[http://www.cuarts.com/nyc\\_arts/passport\\_to\\_new\\_york.html](http://www.cuarts.com/nyc_arts/passport_to_new_york.html)

To gain FREE admission to the following museums, just show your CUID with a validation sticker for the current semester (visit the [CUID Center](#) to get one) at the admissions desk of any museum listed below - no strings, no advance arrangements necessary. For more information about each museum and its exhibits, including hours of operation, use the links below or go the [NYC ARTS Culture Guide and Calendar](#).

Passport to NY is brought to you by the [Provost's Office](#), [Student Services](#) and the Columbia Arts Initiative.

#### **American Folk Art Museum**

Location: 45 West 53rd Street [See Map](#)

Phone: 212-265-1040

#### **American Numismatic Society**

Location: 96 Fulton Street [See Map](#)

Phone: 212-571-4470

#### **Asia Society**

Location: 725 Park Avenue (at 70th Street) [See Map](#)

Phone: 212-288-6400

Schedule of Events: [See schedule](#)

#### **Bronx Museum of the Arts**

Location: 1040 Grand Concourse (at 165th Street) [See Map](#)

Phone: 718-681-6000 (ext. 120)

#### **Caribbean Cultural Center**

Location: 408 West 58th Street [See Map](#)

Phone: 212-307-7420

#### **The Cloisters**

Location: Fort Tryon Park [See Map](#)

Phone: 212-923-3700

### **Dahesh Museum**

Location: 580 Madison Avenue (between 56th and 57th Streets) [See Map](#)

Phone: 212-759-0606

Schedule of Events: [Dahesh Museum Events](#)

### **El Museo del Barrio**

Location: 1230 Fifth Avenue (at 104th Street) [See Map](#)

Phone: 212-831-7272

### **Solomon R. Guggenheim Museum**

1071 5th Avenue (at 89th Street) [See Map](#)

212-423-3500

### **Goethe-Institute**

Location: 1014 Fifth Avenue (between 82nd and 83rd St) [See Map](#)

Phone: 212-439-8700

### **International Center of Photography**

Location: 1133 Sixth Avenue [See Map](#)

Phone: 212-857-0000

### **Intrepid Sea, Air and Space Museum**

Location: Pier 86, 12th Ave. & 46th Street [See Map](#)

Phone: 212-245-0072

Schedule of Events: [Intrepid Events](#)

### **Museum for African Art**

Location: Varies by exhibit, check website

Phone: 718-784-7700

### **Museum of Chinese in the Americas**

Location: 70 Mulberry Street, 2nd Floor [See Map](#)

Phone: 212-619-4785

### **Museum of the City of New York**

Location: 1220 Fifth Avenue at 103rd St [See Map](#)

Phone: 212-534-1672

### **Museum of Jewish Heritage- A Living Memorial to the Holocaust**

Location: 39 Battery Park Place [See Map](#)

Phone: 646-437-4200

### **Museum of Modern Art**

Location: 11 West 53 Street [See Map](#)

Phone: 212-708-9400

**Metropolitan Museum of Art**

Location: 1000 Fifth Avenue [See Map](#)  
Phone: 212-535-7710

**Museum of Television & Radio**

Location: 25 West 52 Street [See Map](#)  
Phone: 212-621-6800

**National Academy Museum**

Location: 1083 Fifth Avenue at 90th Street [See Map](#)  
Phone 212 369-4880

**National Museum of Catholic Art and History**

Location: 443 East 115th Street (1st Ave and Pleasant Ave.) [See Map](#)  
Phone: 212-828-5209

**New York City Police Museum**

Location: 100 Old Slip [See Map](#)  
Phone: 212-480-3100

**New York Historical Society**

Location: 170 Central Park West, at 77th St [See Map](#)  
Phone: 212-873-3400

**Nicholas Roerich Museum**

Location: 319 West 107th Street [See Map](#)  
Phone: 212-864-7752

**PS1/MoMA**

Location: 22-25 Jackson Avenue, Long Island City, NY 11101 [See Map](#)  
Phone: 718-784-2084

**Schomburg Center for Research in Black Culture**

Location: 515 Malcolm X Boulevard [See Map](#)  
Phone: 212-491-2200

**Studio Museum in Harlem**

Location: 144 West 125th Street [See Map](#)  
Phone: 212-864-4500

**Whitney Museum of American Art**

Location: 945 Madison Avenue (at 75th Street) [See Map](#)  
Phone: 1-800-WHITNEY

## SECTION V

### SCHOOL OF NURSING POLICIES (NON-ACADEMIC)

#### STUDENT ATTIRE IN CLINICAL SETTINGS

All students will report for their clinical assignments in attire that is appropriate to the clinical setting and consistent with course and local norms.

**Examples of proper attire include:**

- Clothing shall be washable, clean and neat
- Attire shall allow for comfortable, unrestricted movement
- Dresses/skirts must be knee length or longer, but not touch the floor
- Dresses may be worn, as well as a top and skirt, or top and tailored pants

**Examples of unacceptable attire include:**

- Sleeveless tops of any kind; sheer blouses; athletic shirts (i.e., rugby, sweat, etc.); casual tee-shirts
- "Jeans" (denim pants) of any sort; painter pants; sweats; leggings; draw-string pants; stretch pants
- Shorts of any kind

**SHOES AND STOCKINGS**

- Hosiery should be worn at all times
- Shoes should have a rubber/non-conductive sole

**Examples of unacceptable shoes and hosiery include:**

- "Knee-hi's" with skirts/dresses
- Colored, patterned, "sparkly" stockings

**JEWELRY AND HAIR AND NAILS:**

- The only pierced jewelry that is acceptable is a small stud earring; no hoops, rings or dangling earrings
- Watch with sweep second hand
- Plain wedding bands only
- Hair must be pulled back out of the face and off the shoulders
- No colored nail polish
- No artificial nails

Any student improperly dressed can be sent home by the clinical instructor, preceptor or faculty liaison. This absence may be reflected in their grade and/or will be made up at the discretion of the instructor, preceptor or liaison.

Details for the clinical attire for the pre-licensure students are outlined in the Combined BS/MS (ETP) Student Handbook.

## **COLUMBIA UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

<http://www.columbia.edu/cu/facets/>

Refer to FACETS, the University Student Handbook for:

- 1) Policies on Access to Student Records (Appendix B)
- 2) University Regulations (Appendix C)
- 3) Policies on Alcohol, Drugs and Tobacco (Appendix D)
- 4) Policy Statement on Discrimination and Harassment, Policies on Harassment and Sexual Misconduct, Statement of Nondiscriminatory Policies; and Discrimination of Grievance Procedure (Appendix E)

## SECTION VI

### UNIVERSITY RESOURCES

#### COLUMBIA UNIVERSITY MEDICAL CENTER STUDENT HEALTH SERVICES

<http://cumc.columbia.edu/student/health/index.html>

Please refer to the Student Health Service website for details about the service, basic user information, medical services, mental health services, the student health insurance plan and enrollment and waivers.

#### **Location:**

60 Haven Avenue

Lobby Floor: Clinical Services

Third Floor, Suites 3D, 3E: Administration & Insurance

- When you enter the building, turn to the right after you pass the Security Desk. The Student Health Service medical office is located in the first hallway on your left.
- To reach our administrative offices, turn right at the Security Desk and go down the hallway to the next lobby. Turn left to reach the elevators and go to the 3rd Floor. The administrative offices are located in Suite 3E and the insurance office in Suite 3D.

#### **Clinical Services Hours:**

Monday -Thursday: 8 am - 7 pm

Friday: 9 am - 4 pm

To make an appointment call **212-305-3400**

After hours emergencies: **212-305-3400**

#### **Administrative & Insurance Services Hours:**

Monday – Thursday: 8 am – 4 pm

Friday: 10 am - 4 pm

#### **Access to Services**

[1] Appointments with physicians, nurse practitioners, psychologists, psychiatrists: call (212) 305-3400. For mental health visits, you can also contact a provider directly (see mental health provider list).

[2] Walk-in care - initial assessment and triage during service hours.

[3] Prevention/health promotion programs and services: call (212) 305-3400.

#### **Basic User Information**

Columbia University provides a comprehensive system of excellent health care services for CUMC students and their spouses, partners, and dependent children. There are two major parts

of our system: the Medical Center Student Health Service (SHS) and the Medical Center Student Health Insurance Plan. Taken together, they offer integrated services that are specially customized to meet the needs of CUMC students - and to produce high levels of student satisfaction

The Student Health Service (SHS) is your on-campus source for excellent, easily accessible primary care, routine women's health services, and mental health care - all designed to respond to the specific needs of CUMC students. SHS administers Columbia's public health and vaccination requirements for CUMC students, offers prevention and health promotion programs tailored for students in each of the CUMC schools, and provides referrals for specialty care. For students who also purchase Columbia's Medical Center student health insurance plan (underwritten by Aetna and administered by The Chickering Group), SHS is the gateway to Aetna's preferred provider network.

### **Medical Services**

60 Haven Avenue, Lobby Floor

(212) 305-3400 For Appointments and After-Hours Emergencies

We also provide evaluation and treatment for Occupational Exposures. Should you experience an occupational exposure, it should be treated as an emergency. Please come to Student Health Service immediately, or if the Health Service is closed, go to the Emergency Room and call the After Hours Physician on Call immediately.

### **Mental Health Services**

Dr. Burton Lerner

Associate Director, Student Health Service

Director, Mental Health Services

Hours and location arranged individually.

Appointments, call a clinician directly, or Dr. Burton Lerner, (212) 496-8491

### **Center for Student Wellness**

Individual and group health promotional programs available.

<http://www.cumc.columbia.edu/students/wellness/>

All administrative offices, including insurance, reimbursements and the Administrator, Kathryn Clark, will be located on the 3rd floor, Suites 3D (insurance) and 3E (reimbursements and general administration). Hours are 8 am - 4 pm, Monday - Friday.

1. All full-time students in the CUMC schools are required to enroll in SHS and pay the Student Health Fee
2. Part-time students in the CUMC schools are encouraged but not required to enroll in SHS
3. Students who are enrolled in SHS may also enroll their spouses or same sex domestic partners (but not their children) in SHS
4. Only students who enroll in SHS are eligible to purchase the health sciences student health insurance plan

## STUDENT DISABILITY SERVICES

[http://www.health.columbia.edu/docs/about\\_us/ods.html](http://www.health.columbia.edu/docs/about_us/ods.html)

The Columbia University Office of Disability surveys and determines the specific needs of students with disabilities and develops and implements programs and policies to meet those needs. **The student must register with the CU Office of Disability Services to receive accommodations and/or services.** For information, or to arrange an appointment, contact the Office at Disability Services. The CUMC Disability Services Coordinator is Neera Jain, [nj2171@columbia.edu](mailto:nj2171@columbia.edu)

### **Morningside Campus Location**

8th floor, Lerner Hall  
2920 Broadway, Mail Code 2605  
New York, NY 10027

**Phone** 212 854 2388

**TTY** 212 854 2378

**Fax** 212 854 3448

**Email** [disability@columbia.edu](mailto:disability@columbia.edu)

### **Morningside Campus Office Hours**

Monday - Friday 9am to 5pm

### **Medical Center Campus Location**

101 Bard Hall, 50 Haven Avenue  
New York, NY 10032

**Phone** 212 304 7029

### **Medical Center Campus Office Hours**

Mondays- 1pm to 5pm

Tues, Thurs- 10am to 5pm

The Columbia University Office of Disability Services provides access to a wide range of services and programs to assist qualified students in reaching their potential.

**SAFETY AND SECURITY**  
<http://www.columbia.edu/cu/publicsafety/>

*Escorts*

The Public Safety Department provides escorts within the Columbia University vicinity. During the academic year, the Department utilizes trained student escorts to assist with this service between the hours of 8 P.M. and 3 A.M. At all other times, a security staff member will escort affiliates within the Columbia University neighborhood. For additional information, please consult FACETS.

Escort Service - Morningside Campus: Call 854- SAFE (4-SAFE).

Escort Service - Health Science Campus: **Call 305-8100** (5-8100).

*Bus Schedules*

The University provides shuttle service within the Morningside campus vicinity during the evening hours, when classes are in session. A bus service also operates between the Morningside campus, the Health Sciences campus and Harlem Hospital.

<http://www.columbia.edu/cu/transportation/docs/shuttles/intercampus.html>

**LEARNING RESOURCES**

Students of the School of Nursing have access to facilities on both campuses of Columbia University as well as those of affiliated institutions. On the Health Sciences campus the facilities include amphitheatres, classrooms, laboratories, a media and a bio-medical center, and the Augustus Long Library. Some of the facilities of Columbia University and affiliated institutions are described below.

**Technology Learning Center (TLC)**

Located on the 3rd floor in SON building, students are able to use medical and technical equipment to improve clinical skills. Students do not have free access to the TLC. Use of the TLC must be supervised by a faculty member or teaching assistant.

**Libraries**

<http://www.columbia.edu/cu/lweb/index.html>

<http://library.cpmc.columbia.edu/hsl/>

Of special interest to nursing students is the Augustus Long Library located in the Health Sciences Center Building. Outstanding features are the media center which occupies the second floor of the library and the computerized reference service. The media center has established an inter-institutional communications system with other medical schools and health care facilities in the area. A seminar room in the media center is named for a former director of the School of Nursing - Helen Young. Funds for the room were raised by the Alumni Association. The

computerized reference service can provide individually formulated literature searches from a variety of on-line and print databases for a modest charge. The School of Nursing requires that students obtain an E-mail account from the library. All communication from students and faculty is via E-mail.

Self-service copying machines are located on the Lobby Level and on Lower Levels 1 and 2. Auditrons are available for multicopying. They may be checked out from the Photocopy Center on the Lower Level. Payment made be made in cash or by check.

On the Morningside campus nursing students frequently use the Butler Library which houses the main collection, the Lehman Library of Social Sciences, the Wollman Library of Barnard College, and the Millbank Library of Teachers College.

Columbia University libraries are open to all students. The directory at the front of this handbook lists the telephone numbers for the libraries mentioned in this section. The FACETS handbook provides a detailed list of libraries on campus.

#### **Auchincloss Florence Nightingale Collection**

<http://library.cpmc.columbia.edu/hsl/archives/afncoll.html>

The Auchincloss Florence Nightingale Collection documents the life and work of Florence Nightingale (1820-1910), the founder of modern nursing. It includes over 250 letters of Nightingale dating from 1838 to 1901, as well as about two dozen to her. Equally important is the comprehensive holding of Nightingale's published works, including first editions of Notes on Hospitals (1859), Introductory Notes on Lying-In Institutions (1871), Life or Death in India (1874), and multiple copies of her landmark Notes on Nursing (1860). The Collection also has a wealth of pictorial material including prints, photographs, and cartes-de-visite of Nightingale and places associated with her, as well as of other figures in the history of nursing.

## SECTION VII

### STUDENT LIFE / MISCELLANEOUS INFORMATION

#### COLUMBIA UNIVERSITY MEDICAL CENTER, DIRECTORY

View a map of the campus at: [http://www.cumc.columbia.edu/about/cumc\\_map.html](http://www.cumc.columbia.edu/about/cumc_map.html)

#### **Building Locations**

<b><u>CODE</u></b>	<b><u>LOCATION:</u></b>	
PH	Presbyterian Hospital	622 W. 168th Street
MHB	Milstein Hospital	179 Ft. Washington Ave
HP	Harkness Pavilion	180 Ft. Washington Ave.
CHONY	Children's Hospital of NY	3959 Broadway
EI	Harkness Eye Inst.	635 W. 165th Street
NI	Neurological Inst.	710 W. 168th Street
DAP	Irving Pavilion	161 Ft. Washington Ave.
ICRC	Irving Cancer Research Center	1130 St. Nicholas Ave.
HSC	Hammer Health Science Center	701 W. 168 <sup>th</sup> Street
P&S	Physicians & Surgeons	630 W. 168 <sup>th</sup> Street
BB	Black Building	650 W. 168 <sup>th</sup> Street
MSPH	Mailman School of Public Health	722 W. 168 <sup>th</sup> Street
PI	Psychiatric Inst.	722 W. 168 <sup>th</sup> Street
VC	Vanderbilt Clinic	622 W. 168 <sup>th</sup> Street
BH	Bard Hall	50 Haven Ave.
SON	School of Nursing	617 W. 168 <sup>th</sup> Street
GB	Georgian Building	617 W. 168 <sup>th</sup> Street
RB	Russ Berrie Medical Science Pavilion	1150 St. Nicholas Ave.

Health Science Campus Office of Student Administrative Services	Black Bldg., Room 141	342-4790
Student Health Service	60 Haven Avenue	305-3400
Immunizations	60 Haven Avenue	305-3400
Housing: <a href="http://www.cumc.columbia.edu/dept/hshousing/">http://www.cumc.columbia.edu/dept/hshousing/</a>	50 Haven Avenue	304-7000
Security	Black Bldg, Room 109	305-8100
Bard Hall	Front Desk	304-7000
Bard Hall Athletic Center	50 Haven Avenue	304-7005
Dining: Cafeteria (Health Science Campus) Recovery Room Café	Presbyterian Hospital, Main Floor Main Floor of Bard Hall	
Street of New York Express	Milstein Bldg., 2nd Floor	
Shuttle Services	University	305-8100
Health Science Campus Barnes & Noble	Audubon Center	923-2149
Health Sciences Library	Circulation Media Center Overdue & Reserve Books Reference Desk	305-3605 305-3694 305-3605 305-3692
Butler Library Information	535 West 114th Street	854-2271
Milbank Library (Teachers College)	Circulation Reference	678-3028 678-3494
Wollman Library (Barnard College)	Reserve Circulation	854-3846 854-3953
Business School Library	General Information Reference	854-4000 854-3383
Computer Center: Morningside Campus	Computer Ctr. Bldg.	854-6475
Computer Center: Health Sciences Center	Media Center HSC	305-3694

## MORNINGSIDE CAMPUS, DIRECTORY

Teachers College Bookstore	1224 Amsterdam Avenue (120th Street)	678-3920
Main Campus Barnes & Nobles Employment	116th Street & Broadway 209 Dodge	854-4131
Information: Main Campus	201 Dodge	854-1754
Recreational Facilities	Dodge Physical Fitness Ctr.	854-2548
Student Enterprises	(Columbia Guide to NY)	854-4535 or 854-2804
Woman's Center at Columbia College	316 Ferris Booth Hall	854-3611
Columbia University		854-2768
Barnard College		854-2129
Teachers College	146 Horace Mann	678-3710

## RELIGIOUS HOLIDAYS

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No student will be penalized for absence due to religious beliefs, and alternative means will be sought for satisfying the academic requirements involved.

Officers of administration and of instruction responsible for the scheduling of required academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director. If an additional appeal is needed, it may be taken to the Provost.

## APPENDIX I

### Conversion Table for Numeric to Letter Grade

<u>Letter Grade</u>	<u>Range</u>	<u>Points in Range</u>
<u>A+</u>	<u>100</u>	<u>1</u>
<u>A</u>	<u>93-99</u>	<u>7</u>
<u>A-</u>	<u>90-92</u>	<u>3</u>
<u>B+</u>	<u>88-89</u>	<u>2</u>
<u>B</u>	<u>82-87</u>	<u>6</u>
<u>B-</u>	<u>80-81</u>	<u>2</u>
<u>C+</u>	<u>78-79</u>	<u>2</u>
<u>C</u>	<u>72-77</u>	<u>6</u>
<u>C-</u>	<u>70-71</u>	<u>2</u>
<u>F</u>	<u>69 and below</u>	

#### How to Calculate Your GPA:

1. Convert each grade into its numeric equivalent using the chart below:

$$A+ = 4.33$$

$$A = 4.0$$

$$A- = 3.67$$

$$B+ = 3.33$$

$$B = 3.0$$

$$B- = 2.67$$

$$C+ = 2.33$$

$$C = 2.0$$

$$C- = 1.67$$

$$F = 0.00$$

2. Multiply each class grade by the number of credits earned.

$$\text{Ex: } 3.0 \text{ (B grade)} \times 3.0 \text{ (\# of credits)} = 9.$$

$$4.0 \text{ (A grade)} \times 4.0 \text{ (\# of credits)} = 16.$$

3. Divide your total number by the total credits attempted. This is your GPA.

$$\text{Ex: } 9+16 = 25$$

$$25 / 7 \text{ (attempted credits)} = 3.57 \text{ GPA}$$

## APPENDIX II

### Occupational Blood Exposures are an Emergency – Here & Away

A blood-borne pathogen exposure is not JUST a needle stick, **but the exposure of non-intact skin or any mucosal surface to blood or other potentially infectious body fluids** (e.g., semen, vaginal secretions, breast milk, CSF, peritoneal or pericardial fluid, saliva in dental procedures, or any fluid contaminated by blood).

#### Follow these Steps Immediately!

- **Immediately** cleanse the injury (soap and water) and
- **Immediately notify** your resident, preceptor or attending to arrange for prompt counseling and testing of the source patient for HIV, HCV & Hepatitis B\*\* (see bottom of page). **Getting the source patient tested can potentially save you a month of prophylaxis, drug side effects, and many months of anxiety.**
- Let your resident know you are **expected to seek medical attention immediately**:
  - At the Student Health Service if you are at Columbia,
  - At the Emergency Room if SHS is closed
  - If you are on an away rotation, the Occupational Health Service or Emergency Room of that hospital.
- If you are away, or have to use the ER at CUMC, **notify the SHS** (days) or the clinician on call that an exposure has occurred (**212-305-3400**); we will be responsible for follow-up. If you are away, we will send you a questionnaire to fill out.

#### There Will Be No Charge to You!

- If you have the student insurance, the ER bill will be paid by Chickering. SHS will pick up the \$50 copay.
- Use your insurance card for any medications prescribed. SHS will reimburse you for the copays.
- If you have other insurance, submit your bills to them for payment. SHS will reimburse you for copays on ER bills and prescriptions.
- Save your bills, explanation of benefits, and receipts for reimbursement.
- Remember, if you have not notified us, we will not know to reimburse you.

#### *Remember the acronym CITES*

Clean, Inform (need for Immediate evaluation), Testing of source patient, Evaluation at SHS (or ER if SHS closed or you are away).

**\*\*Rapid HIV Counseling/Testing Team at NYP – Gladys Ohita, Bpr. 8-2581**

Please contact Dr. Wheat (mw219; 212-342-3941) or Elsa Caraballo (eec1; 212-342-3953) with questions about reimbursement or procedures.

## APPENDIX III

### Emergency Plan Pocket Guide

#### COLUMBIA UNIVERSITY SCHOOL OF NURSING EMERGENCY INFORMATION GUIDE

In case of extreme weather or other emergency situation in the New York City area, the CUSON will provide emergency information in the following ways:

- Call in 212-305-5451 to hear a recorded message
- Listen to WCBS AM 880 for emergency announcement
- Look on the World Wide Web at [www.nursing.columbia.edu](http://www.nursing.columbia.edu)
- Check your email for a message
- Look at the easel board in the Georgian Building Lobby

#### CUSON Student Emergency Plan Orientation

**To be completed during 1<sup>st</sup> day at any new clinical site**

1. The emergency phone number to be used in this institution is \_\_\_\_\_
2. The fire emergency alarms on this unit are located \_\_\_\_\_
3. The response to a fire alarm sounded in this unit is \_\_\_\_\_
4. The person to whom I am expected to report during an emergency is \_\_\_\_\_
5. During an emergency, the plan for this institution calls for a nursing student to  
\_\_\_\_\_

**APPENDIX IV**

**Columbia University School of Nursing  
Emergency Volunteer Contact Information**

CUSON Emergency Availability Information for faculty and students who are Registered Nurses

Name: \_\_\_\_\_

Address/Telephone/Cell Phone/Email \_\_\_\_\_

\_\_\_\_\_

Availability in case of emergency involving the CU School of Nursing:

\_\_\_\_\_ I am willing to be called at any time as a part of CUSON emergency response.

\_\_\_\_\_ I have emergency responsibilities elsewhere, but am available to CUSON at the following times:

\_\_\_\_\_

\_\_\_\_\_

My home is approximately \_\_\_\_\_ (travel time) from CUSON, should I need to reach the school under emergency conditions.

## APPENDIX V

### History of the Columbia University School of Nursing Pin

The school pin was first presented to graduates of the classes of 1894, 1895 and 1896 on November 25, 1896 by Frederick Sturges, Sr., president of the Training School for Nurses Committee. Members of the Sturges family were longstanding School benefactors. In 1896, the School was part of the Presbyterian Hospital, and at that time, hospitals and those who worked in them were viewed as social philanthropists, with religious leanings. PH was viewed as a place that provided quality care for everyone.

The front face of the pin consists of a white cross background - a symbol of mercy, help and caring; a laurel wreath, symbolic of the 'victory' of having completed a rigorous program in nursing education. The motto 'Salus Generis Humani,' meaning safety of the human race and the health of humanity is engraved on a ribbon under the laurel wreath. In the center of the pin is a red stone, perhaps symbolic of life blood - that of the graduate and those for whom s/he cares.

Until 1975, the initials 'PH' for Presbyterian Hospital were attached to the stone. Beginning with the Class of 1976, the Columbia Crown became the emblem on the stone, formally recognizing the long connection of the School with Columbia University and symbolizing the successful transition from a hospital-based apprenticeship model for nursing education to a professional one based within an institution of higher learning.

The tradition of the pin was begun by the School's founder, Anna Caroline Maxwell (who seldom wore a cap but always wore her pin). In recognition that the School now offers only graduate programs in nursing, the current 'tradition' is to present the pin to graduates who have successfully completed the master's degree. Recipients of special awards of distinction receive a blue enameled star to recognize their award, which is affixed to the pin by a gold chain.

## **APPENDIX VI**

### **Graduation Awards**

Awards are named for those who are distinguished in the profession and who have given the strongest support to the pioneering accomplishments of the School.

THE THERESA MARCOS JANSSON AWARD is presented to a graduating pediatric or neonatal nurse practitioner who exhibits compassion, competence and strong patient and family advocacy.

THE MARY DICKEY LINDSAY AWARD is given to a nurse midwifery or women's health nurse practitioner graduate who best exemplifies a dedication to individualized, culturally sensitive comprehensive care for women and their families.

THE ANNE PENLAND AWARD is presented to an outstanding graduate of the nurse anesthesia or acute care nurse practitioner programs who best demonstrates qualities of academic excellence, clinical proficiency and empathy for patients.

THE CAPNA (Columbia Advanced Practice Nurse Associates) AWARD is presented to a distinguished graduate of the adult, family or geriatric primary care programs who best demonstrates academic excellence, commitment to the provision of highest quality primary care and maintenance of access to care for all vulnerable populations.

THE MARY SIMMONS AWARD is presented to the graduate who demonstrates compassion and devotion to the mental health needs of patients.

THE FACULTY AWARD FOR PROFESSIONAL EXCELLENCE IN A SUB-SPECIALTY is given to a student who best exemplifies professional competence, capacity for leadership and compassion for patients.

THE DISSERTATION EXCELLENCE AWARD is presented by the Faculty for distinguished doctoral student research.

THE DOCTOR OF NURSING PRACTICE AWARD is presented to a DNP graduate who demonstrates expertise in the provision of comprehensive care and a dedication to clinical scholarship.

THE ALPHA ZETA CHAPTER OF SIGMA THETA TAU, the international honor society for nursing, honors the graduating student who best exemplifies the principles of Sigma Theta Tau: leadership, scholarship and community service.

THE ALUMNI ASSOCIATION AWARD is presented to the graduate who has demonstrated active commitment to developing and maintaining alumni support for the School.

**White Coat Awards**

Clinical Excellence in Nursing Practice of Adults  
Clinical Excellence in Nursing Practice in the Community  
Clinical Excellence in Nursing Practice of Pediatrics  
Clinical Excellence in Nursing Practice of Childbearing Families  
Clinical Excellence in Nursing Practice of Psychiatric Mental Health  
Excellence in Community Service  
Clinical Excellence in Nursing Practice  
Academic Excellence in Nursing Practice

## APPENDIX VII

### **COLUMBIA UNIVERSITY COMPUTER AND ACCEPTABLE USE POLICY**

[http://www.columbia.edu/cu/policy/network\\_use.html](http://www.columbia.edu/cu/policy/network_use.html)

Columbia University maintains certain policies with regard to the use and security of its computer systems, including the network. All users of these facilities are expected to be familiar with the policies and the consequences of violation as listed below.

### **COLUMBIA UNIVERSITY NETWORK SECURITY AND PRIVACY POLICIES**

1. Unauthorized attempts to gain privileged access or access to any account or system not belonging to you on any University system are not permitted.
2. Creation of any program, Web form, or other mechanism that asks for a Columbia user identity and password, e.g. UNI, CUNIX ID, is prohibited except by using the methods documented for the Columbia secure server at <http://www.columbia.edu/acis/webdev/password.html> or with the permission of the Deputy Vice President for Academic Information Systems or the Deputy Vice President for Administrative Information Services.
3. Computer and network accounts provide access to personal, confidential data. Therefore, individual accounts cannot be transferred to or used by another individual. Sharing accounts or passwords is not permitted.
4. Each user is responsible for the proper use of his or her account and any activity conducted with it. This includes choosing safe passwords, protecting them, and ensuring that file protections are set correctly.
5. Each system owner is responsible for the security of any system he/she connects to the network. A system seen to be attacking other systems, e.g. having fallen victim to viruses/worms, will be taken off the network, generally without notice, until it has been made secure. Security information is available at <http://www.columbia.edu/acis/security/>.
6. No University system or network may be used as a vehicle to gain unauthorized access to other systems.
7. Any user who finds a possible security lapse on any University system or network must report it to the system administrators. To protect your files and the system, don't attempt to use a system under these conditions until the system administrator has investigated the problem.
8. All users should be aware that the system administrators conduct periodic security checks of University systems and networks, including password checks. Any user found to have an easily guessed password will be required to choose a secure password during his or her next login process.
9. User files on central University systems are kept as private as possible. Attempts to read another person's protected files will be treated with the utmost seriousness. The system administrators will not override file protections unless necessary in the course of their duties, and will treat the contents of those files as private information at all times.

## **COLUMBIA UNIVERSITY NETWORK AND COMPUTING USAGE POLICIES**

10. No University system or network may be used for any purpose or in a manner that violates University statutes or regulations or federal, state or local law.
11. Please keep in mind that many people use University systems and networks for daily work. Obstructing this work by consuming gratuitously large amounts of system resources (disk space, CPU time, print quotas, network bandwidth) or by deliberately crashing the machine(s) will not be tolerated. Please cooperate by running large jobs on shared systems at off-peak hours and by using the "nice" command to lower the priority of CPU-intensive processes.
12. Use of any University system by outside individuals or organizations requires special permission from the system's administrator and payment of fees to the University and to the appropriate software vendors where applicable.
13. Use of University systems or networks for commercial purposes, except where explicitly approved, is strictly prohibited. Such prohibited uses include, but are not limited to, development of programs, data processing or computations for commercial use and preparation and presentation of advertising material.
14. Frivolous, disruptive, or inconsiderate conduct in computer labs or terminal areas is not permitted.
15. No University computing facility may be used for playing computer games.
16. Copying, storing, displaying, or distributing copyrighted material using University systems or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law, is prohibited. Under the Federal Digital Millennium Copyright Act of 1998, repeat infringements of copyright by a user can result in termination of the user's access to University systems and networks. See information on copyright at: <http://www.columbia.edu/cu/help/copyright.html>

## **COLUMBIA UNIVERSITY E-MAIL USAGE POLICIES**

17. No e-mail may be sent or forwarded through a University system or network for purposes that violate University statutes or regulations or for an illegal or criminal purpose.
18. Electronic mail, like user files, is kept as private as possible. Attempts to read another person's electronic mail will be treated with the utmost seriousness. The University and its administrators of central e-mail systems will not read mail unless necessary in the course of their duties. Also, there may be inadvertent inspection in the ordinary course of managing and maintaining the computer network and in carrying out other day-to-day activities. On central systems e-mail that cannot be delivered to one or more addressees is directed to the system administrators for purposes of assuring reliable e-mail service, in most cases as "headers-only".
19. Users should be aware that their "deletion" of electronic information will often not erase such information from the system's storage until it is overwritten with other data and it

- may, in any case, still reside in the University's network either on various back-up systems or other forms, and even if erased, may still exist in the form of print-outs.
20. Nuisance e-mail or other online messages such as chain letters, obscene, harassing, or other unwelcome messages are prohibited.
  21. Unsolicited e-mail messages to multiple users are prohibited unless explicitly approved by the appropriate University authority. See [http://www.columbia.edu/cu/policy/mass\\_emails.html](http://www.columbia.edu/cu/policy/mass_emails.html)
  22. All messages must show accurately from where and from whom the message originated, except in the rare, specific cases where anonymous messages are invited.
  23. The University reserves the right to refuse mail and other connections from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain viruses to University or other users, and to filter, refuse or discard such messages.

Violations of these policies may result in the immediate suspension of computer account and network access pending investigation of circumstances and may lead to their eventual revocation. Serious violations of the policy will be referred directly to the appropriate University or outside authorities; unauthorized use of University computing facilities can be a criminal offense. The penalties may be as severe as suspension or dismissal from the University and/or criminal prosecution.

## **THE EDUCOM CODE**

Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, the right to privacy, and the right to determine the form, manner, and terms of publication and distribution.

Because electronic information is volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community.

## APPENDIX VIII

### What is Plagiarism?

Many people think of plagiarism as copying another's work, or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the *Merriam-Webster OnLine Dictionary*, to "plagiarize" means

- 1) to steal and pass off (the ideas or words of another) as one's own
- 2) to use (another's production) without crediting the source
- 3) to commit literary theft
- 4) to present as new and original an idea or product derived from an existing source.

In other words, plagiarism is an act of *fraud*. It involves both **stealing** someone else's work and **lying** about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. In the United States and many other countries, the expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some media (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Attention! **Changing the words of an original source is *not* sufficient to prevent plagiarism.** If you have retained the essential idea of an original source, and have not cited it, then no matter how drastically you may have altered its context or presentation, *you have still plagiarized.*

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism.

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[http://www.plagiarism.org/learning\\_center/printable\\_docs.html](http://www.plagiarism.org/learning_center/printable_docs.html)